

## **MADERA COUNTY**

### **EMPLOYEE RELATIONS OFFICER**

#### **DEFINITION**

Under direction, performs complex labor relations work; represents County management in grievances and complaint hearings; serves as a member of management negotiation team during contract negotiations; advises management on proper interpretation and application of union contracts; does related work as required.

#### **CLASS CHARACTERISTICS**

This is a single class serving as the County's labor relations representative. Incumbents perform the full range of labor relations duties, seeking assistance on only the more complex issues. Duties include investigating grievances and complaints; participating in collective bargaining negotiations; and advising management on disciplinary matters. Incumbents independently perform complex labor relations work and may advise less experienced staff on routine and moderately complex issues..

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Investigates grievances and complaints, determines if violations occurred and recommends appropriate resolution; prepares County responses to grievances and complaints and prepares materials for hearings; represents the County in grievance and complaint hearings; conducts surveys and gathers information related to collective bargaining and participates in developing the county's position on matters within the scope of bargaining; participates in the preparation of materials needed for negotiations; serves as a member of the negotiating team; serves as chief negotiator as directed; advises supervisory or management staff regarding interpretation and application of memoranda of Understanding, Employee-Employer Relations Policy and ordinances dealing with employee relations; advises County supervisors and managers on disciplinary matters; recommends strategy for handling discipline cases and reviews proposed actions for consistency; trains supervisory and management staff regarding County employee relations policies and proper practices in handling complaints and grievances and other areas of employee relations; trains management staff on Memoranda of Understanding changes; participates in activities relating to certification and decertification elections as specified in the County's Employee-Employer Relations Policy; and assists less experienced staff in handling of moderately complex issues..

#### **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Basic principles and practices of human resources management.  
Basic functions of the collective bargaining process.  
Principles and practices of employee supervision and training.  
Principles and methods of data gathering presentation.  
Principles of position classification and salary administration.  
Administrative procedures and practices for processing complaints and grievances up to and including arbitration.

### **Skill to:**

Operate modern office equipment including computer equipment.  
Operate a motor vehicle safely.

### **Ability to:**

Read and comprehend technical written material.  
Express self effectively, both orally and in writing.  
Supervise and train employees.  
Apply basic statistical and mathematical concepts.  
Interpret and apply labor laws and provisions of Memoranda of Understanding.  
Communicate effectively with representatives of employee organizations and County management.  
Use good judgment and make sound decisions in situations involving time pressures and emotional stress.  
Work cooperatively and maintain personal control when meeting with organizations, sometimes under severe emotional pressure and after long hours of negotiations.

### **Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

### **Experience:**

Three (3) years of professional personnel experience comparable to that of a Personnel Analyst I/II with Madera County.

**Training:**

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in personnel administration, public administration, business administration, or a related field.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with some ability to travel to different sites and locations.

**Effective Date:** February, 2001